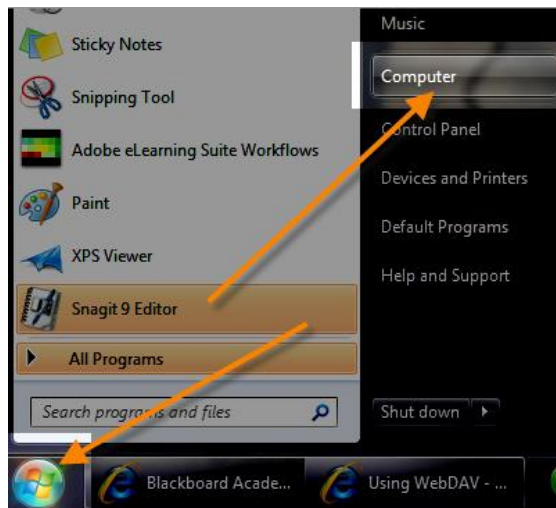


If you want the ease of 'drag n drop' to update the files in your Blackboard courses, you need to establish a Network Place on your Windows 7 computer. Once you have established a Network Place you can update course materials in the Content System without logging into Blackboard.

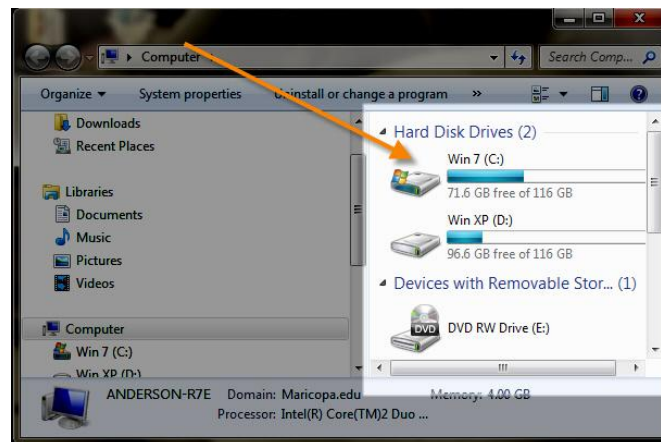
This Quick Reference Guide shows you how to take advantage of the Web Folder (WebDAV) feature in the Blackboard Content System.

Setting up WebDAV on Windows 7

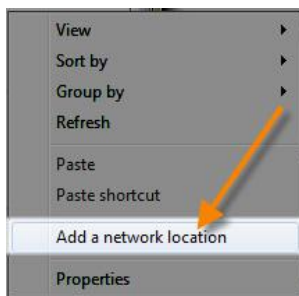
1. Open the **Start** menu and select: **Computer**



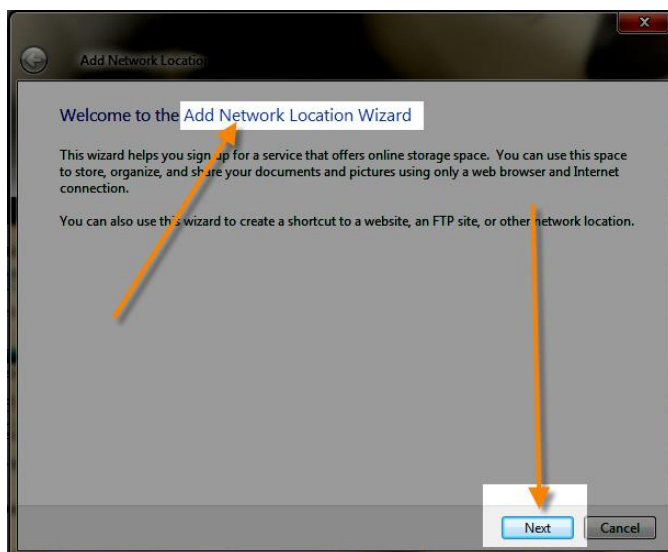
2. **Right click** anywhere in the right hand frame:



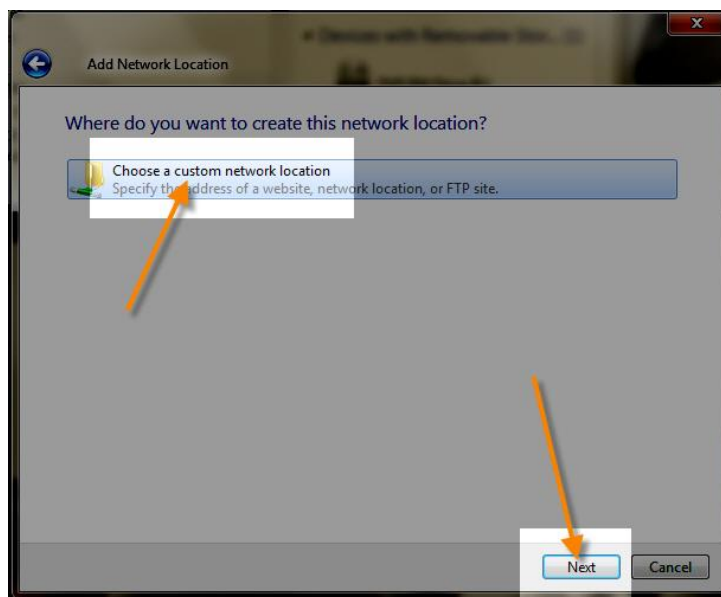
3. In the popup menu select: **Add a network location**



4. At the **Add Network Location Wizard** select: **Next**

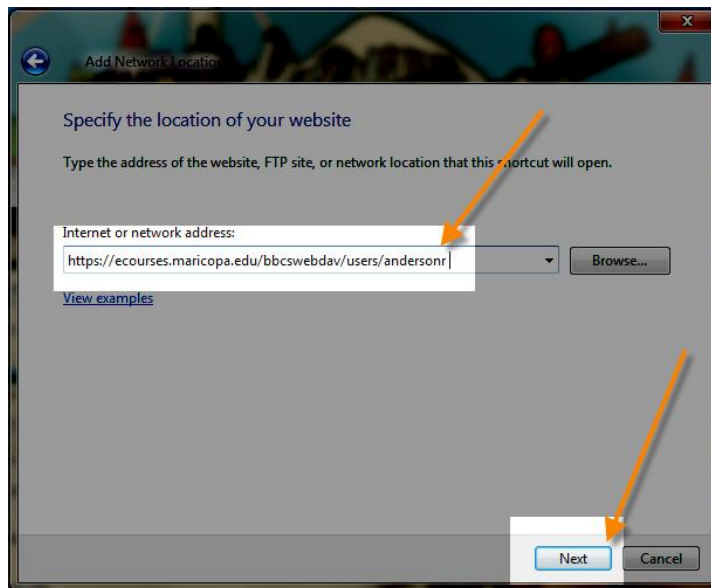


5. At the **Choose a custom network location** window select: **Next**

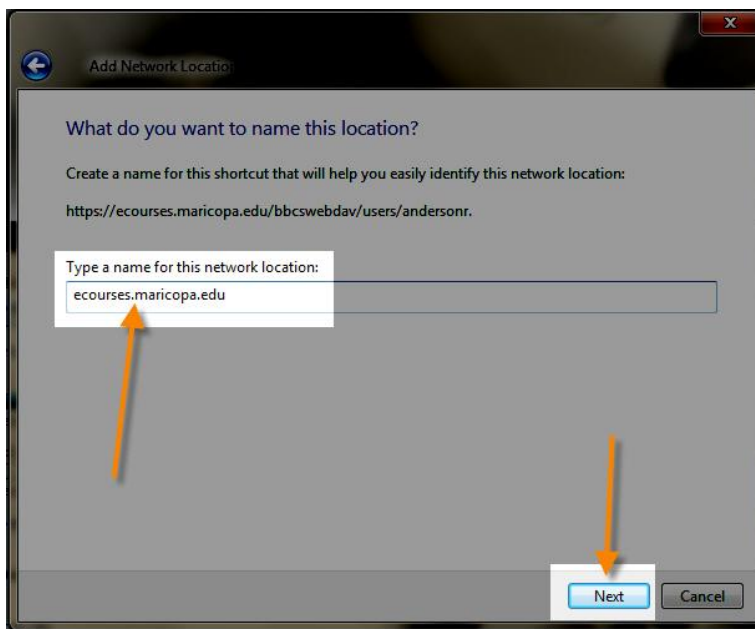


6. In the **Internet or network address** field copy and paste this URL with your MEID in the last part. Then click: **Next**

Your URL is **https://ecourses.maricopa.edu/bbcswebdav/users/yourMEID**



7. Leave what is in the **Type your name** field or rename. Then click: **Next**



8. At the next and last window click: **Finish**.